

Civilian Employees Recreation Association (CERA)
Business Meeting
15 January 2003

Minutes of the Meeting:

- The minutes from the December meeting was approved as presented.

Fiscal Report:

- A copy of the latest budget report was provided.
- Unit Funds Receipts are required from the following Commands.

NAVFAC
EFACHES

NCTS
PSD

NCIS and FSA provided unsigned documentation, which did not verify transfer/acceptance of funds. These documents must be resubmitted in compliance with the Reconciliation of United Fund Request Letter.

- Original receipts are required when submitting Unit Fund Receipts.
- Contracting Authority. CERA committee members do not have contracting authority. When talking with vendors, you are only authorized to receive proposals. These proposals should then be submitted to the Director of Civilian Morale, Welfare and Recreation, who will submit them to the CERA treasurer, or his contracting office, who will then contact the vendor to negotiate the final contract.

Special Events:

- Spirit of Washington Cruise:
 - The date for the spring cruise is 25 April. Tickets will be picked up as soon as they are available. The tickets will be sold at the two ITT Centers and through a Nebraska Avenue rep. It is recommended that tickets for the bus be sold at a minimal cost, or that only one bus be provided at each location for employee's use. Last year the buses were under utilized and CERA had to bear the burden of the cost despite the fact that they were not all used. A decision will be made concerning this before the tickets go on sale.
 - A second Spirit of Washington Cruise is scheduled for 9/19/03.
- Kings Dominion: The Social Committee needs to provide the Kings Dominion information as soon as possible so a date/price can be locked in.
 - 2,000 tickets will be allocated.
 - Price of ticket will include admission to the park and a lunch buffet
 - Parking Tickets will be offered for an additional charge
 - Those with season passes may purchase meal tickets only.

- Cultural Heritage Festival: The date will be moved to early May
- Massage Therapist: A massage therapist is currently being provided by CERA at no cost to the customer, each Wednesday from 10:30 to 2:00. It is recommended that these services be provided to NDW Anacostia Annex and the Nebraska Avenue Complex. Details need to be worked out. It has been recommended that this service be provided at Anacostia once a week for the same amount of time as it is at the Washington Navy Yard. Nebraska Avenue, by virtue of being a smaller facility, could be provided this service for a shorter time frame. Price for offering the service at all three sites will be investigated. A final decision will be made based on the cost estimates.

Miscellaneous Items

Appointment Letters for Command Representative are still needed for several representatives.

- Consumer Checkbook:
 - While this service was not utilized as much as anticipated, it isn't considered a failure. Perhaps we need better advertising for the services. Some commands hesitated to advertise the service, fearing they would be liable for decisions that employees make if they use this service. The commands should be made aware of the disclaimers which are put out to preclude this from happening.
 - It was recommended that a three-month trial period be negotiated for all services offered by consumer Checkbook. After a three-month trial, it would then be evaluated to see if it is something we want to continue providing to employees.
- Command Logo Items: NAVSEA is currently the only Command providing logo items. Negotiations are underway with a vendor who is willing to sponsor individual command items, such as hats, polo shirts, etc. These items would be offered through the TownCenter Outtakes store, and eventually offered online by the vendor. Offering the merchandise online would prevent Outtakes from having to keep inventory for all commands. The vendor has indicated that he would be willing to provide start up fees for these items. If necessary, CERA might be willing to provide some money for this. At present the vendor has not requested this. A letter will be provided to the CERA representatives in the near future requesting permission to use the Command's logo. This letter would only give permission to use the logo for items sold through the TownCenter Outtakes or through the Web site.
- One Time Capital Investments: A vote will be taken at the next meeting concerning whether we should set up a policy/fund for one time purchases to make improvements to the facilities supported by CERA. These items would consist of such items as a pavilion/stage

for outside the TownCenter, picnic tables, exercise stations, advertising signs for use at the installations, etc.

One recommendation could be that our revenues be projected for the year and a third be set aside. From this reserve, a quarter of the funds could be earmarked for capital improvements.

Next Meeting: 12 February. Bldg. 200, 3rd Floor Conference Room